

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-794

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Citizen Services

Item
No.

Description

Retention

All electronic media records will created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stores as "Tif" files with retrieval software also embedded on the CD.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date

SEP 24 1998

Signature

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency HOWARD COUNTY GOVERNMENT		Division/Unit Citizen Services
Item No.	Description	Retention
	CORRESPONDENCE AND MISCELLANEOUS FILES	
1.01	<u>POLICY AND PROGRAM DEVELOPMENT</u> - Correspondence pertaining to but not limited to the formulation, planning, enactment, implementation, modification, or redefinition of the policies, programs, services, or projects of the Department of Citizen Services. Includes files on transportation, homelessness, CORE Service Agency, United Way material and program files for Disability Issues and Children and Youth.	3 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MD State Archives (MSA).
1.02	<u>ADMINISTRATIVE</u> - Correspondence pertaining to and arising from the normal and routine administrative functioning of the policies, programs, services, and projects of the Department of Citizen Services. Includes incoming correspondence from other departments and general outgoing administrative correspondence, including Office on Aging and material regarding Consumer Protection laws, Solicitor and Peddler files and Trespass Towing files.	2 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA.
1.03	<u>TRANSITORY</u> - Correspondence of short-term, transitory value, including letters of transmittal, thank you letters, requests for publications and routine information, both originated and received in the Department of Citizen Services.	1 year, then destroy
1.04	<u>ORGANIZATION AND PLANNING FILES</u> - Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modification, or redefinition of policies, programs, services, or projects of the Department of Citizen Services. Includes: task force studies originated in the Department of Citizen Services.	3 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA.
1.05	<u>PROCEDURAL FILES</u> - Administrative announcements, routine memoranda, statements, reports, and other records of any department/agency program; or similar records distributed county wide, concerning general administrative and office procedures for the Department of Citizen Services.	2 years, then destroy Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA.

Schedule Approved by Department, Agency, or Division

Representative

Date 8/10/98

Signature Susan Rosenbaum

Typed Name Susan Rosenbaum

Title Deputy Director, Citizen Services

Scheduled Authorized by State Archivist

Date _____

Signature _____

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **Citizen Services**

Item No.	Description	Retention
1.06	<u>MISCELLANEOUS WORKING FILES</u> - Files opened to deal with issues, questions, or projects not fitting indexed categories. Such files are closed when the matter has been resolved or there has been no activity for one year. This category will include working files maintained by each employee.	1 year, then destroy-
1.07	<u>READING FILES</u> - A convenient reference file containing copies of all written documents and correspondence initiated by the Dept. of Citizen Services. These files are maintained by month.	1 year, then destroy.
1.10	<u>PUBLICATIONS - (PUBLIC)</u> Pamphlets, reports, studies, proposals and similar material printed by or for the county or the Department of Citizen Services and made available for distribution to the public. This will include all brochures and pamphlets initiated by Citizen Services Administration.	One copy of each - PERMANENT on CD and forward to MSA
1.11	<u>PUBLICATIONS (EMPLOYEE)</u> Citizen Services newsletters, employee newsletters, internal telephone directories, organizational charts, and similar printed material for distribution to employees in the Department of Citizen Services.	One copy of each - retain for 2 years then destroy
1.14	<u>AGENDAS</u> - Posted agendas and notices of the meetings of appointed committees, or of County boards, commissions, and advisory bodies. This includes: Commission for Women, Disabilities Issues Commission, the Local Management Board (LMB), the Commission on Aging and the Consumer Advisory Board.	1 year, then destroy
1.15	<u>MINUTES</u> - Accounts of the proceedings and actions and any indexes to the minutes. This includes: The Commission for Women, Disabilities Issues Commission, Local Management Board (LMB), Commission on Aging and the Consumer Advisory Board.	Retain permanently on CD and forward to MSA
1.16	<u>MINUTES - SUPPORTING DOCUMENTATION</u> - Reports, studies, requests for action, and other documents presented to or in support of the minutes of, appointed, committees, or County boards, commissions, and advisory bodies. For Citizen Services, this includes: the Commission for Women, Disabilities Issues, the Local Management Board (LMB), Commission on Aging and the Consumer Advisory Board.	Before disposal, review for continuing administrative usefulness and historical value. Material relating to significant decisions and actions should be retained PERMANENTLY on CD and forward to MSA.
1.20	<u>PROCLAMATIONS AND DEDICATIONS</u> - Copies of the proclamations of County Executive or County Council and documents relating to the dedication of County of County streets, buildings, monuments, and other structures or systems for the Dept. Citizen Services. This includes dedications of buildings for the Office on Aging and proclamations for the Commission for Women, Disabilities Issues Commission, the Local Management Board, Commission on Aging and the Consumer Advisory Board	As long as administratively valuable. Originals are maintained by the originating office.

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Agency	HOWARD COUNTY GOVERNMENT	Division/Unit	Citizen Services
Item No.	Description	Retention	
1.24	<u>REPORTS TO EXECUTIVE AND COUNTY COUNCIL</u> - Annual reports submitted to the COUNTY COUNCIL Executive from Citizen Services boards and commissions.	PERMANENT - on CD and forward to MSA.	
1.25	<u>COMPLAINTS</u> - Complaints received by the Office of Consumer Affairs and closed case files. DATA PROCESSING	2 years in office; 5 years on CD and then destroy.	
1.38	<u>COMPUTER HARDWARE MAINTENANCE RECORDS</u> - Records document the service repair, and inspection of computer hardware for the computers in the Dept. of Citizen Services. PERSONNEL	Life of the equipment, then destroy.	
1.41	<u>INDIVIDUAL EMPLOYEE PERSONNEL FILES</u> - The Department of Citizen Services UNOFFICIAL personnel files which are maintained on each employee. (The Office of Personnel retains the official file)	As long as administratively valuable, then destroy..	
1.43	<u>CONTINGENT EMPLOYEE FILES</u> - Contains records of contingent employees - paid, unpaid, volunteer or intern, for whom a formal employee personnel file has not been established in the Office of Human Resources..	As long as administratively valuable, then destroy.	
1.61	<u>LEAVE RECORDS</u> - Requests, reports, summaries, authorizations, schedules, and similar records relating to sick, vacation, and other types of authorized leave for Citizen Services employees.	Retain one year then destroy.	
1.71	<u>ACCIDENT/INCIDENT REPORTS</u> - Copies of accident reports to Citizen Services employees (Note: If the original of this report becomes part of a Worker's Compensation Claim File or a Litigation Case File, the original should be retained for the period recommended for those files). Incident reports filed by the Office on Aging for persons visiting Senior Centers are also included in this category. Risk Management is the Official Office responsible to maintain these records.	1 year, then destroy	
1.74	<u>PERSONNEL REQUISITIONS</u> - Citizen Services copies of personnel requisitions from divisions and offices BUDGET	1 year, then destroy.	
2.01	<u>ANNUAL BUDGETS</u> - Copy of annual COUNTY COUNCIL/department budget including any separate capital improvement budgets for the Dept. of Citizen Services. Budget office is the official office of record for these documents.	3 years in department, then destroy.	
2.02	<u>BUDGET WORKING PAPERS</u> - Records created exclusively for and used in the preparation of the annual Citizen Services budget or special budgets, including departmental and division budget requests, estimates of anticipated revenue, work-up sheets, other working papers, and related correspondence and documentation for the Department of Citizen Services.	3 years in office then destroy.	

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Item No.	Description	Retention
	FINANCIAL REPORTS	
2.04	CASH RECEIPT JOURNALS - Journals, registers, or similar records of original entry detailing the cash receipts or revenues of Citizen Services, accounts, or funds.	3 years past the end of the fiscal year then destroy..
2.05	PERIODIC FINANCIAL REPORTS - Monthly, quarterly, or semi-annual reports or statements on the financial condition of the Citizen Services, accounts or funds.	As long as administratively valuable, then destroy.
2.06	STATUS REPORTS AND ANALYSIS - Reports, cost analysis, memoranda, or similar records produced for internal use which examine the status or current condition of an account or fund, or a financial budget, or audit process, function, or activity of the Department of Citizen Services. Also includes copies of reports and records noting telephone costs and outgoing long distance calls.	3 years then destroy.
2.08	LONG RANGE FINANCIAL PLANNING REPORTS - Reports, formal memoranda, analysis, projections, studies, and similar records created for and used in the development of long range fiscal planning for the Department of Citizen Services.	As long as administratively valuable, then destroy.
2.10	INTERNAL AUDIT REPORTS - Copies of reports prepared by internal auditors on either a scheduled or special basis examining and verifying the financial activities or condition of the Department of Citizen Services, its accounts or funds. Auditor's Office is the Official Office of record for these files.	a) 2 years after all questions raised by the reports have been resolved; or b) PERMANENT on CD and forward to MSA, if any external rather than an internal audit is done to satisfy the annual audit requirement.
2.11	AUDIT WORKING PAPERS - Working papers, summaries, and similar records created exclusively for the purpose of carrying out an internal audit for the Dept. of Citizen Services and/or its divisions.	2 years after all questions raised by the reports have been resolved then destroy.
2.12	DAILY CASH REPORTS - Daily record of cash receipts and/or petty cash disbursements made each day by the Department of Citizen Services.	4 years then destroy.. Cut off at year end.
2.17	TRAVEL EXPENSE RECORDS - Documents concerning travel expenses, including receipts and copies of reimbursement or advance copies or warrants from the General Fund for Citizen Services employees.	2 years then destroy

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Agency HOWARD COUNTY GOVERNMENT		Division/Unit Citizen Services
Item No.	Description	Retention
	GRANTS	
2.18	GRANT DEVELOPMENT AND PROPOSAL FILES - Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies for the Dept. of Citizen Services; the final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.	Retain for 5 years in office after submission of final expenditure report then destroy.
2.19	GRANT REPORTS - Copies of financial files and performance reports submitted to funding agencies from the Dept. of Citizen Services.	Retain for 5 years in office after submission of final expenditure report then destroy.
2.20	GRANT FINANCIAL FILES - Financial records of grant funded projects, including copies of documentation of relevant accounting, banking, purchasing, and payroll records; and other documents and working papers associated with the financial administration of the grant funds or used to prepare reports or forms required by federal or state law or regulation.	Retain for 5 years in office after submission of final expenditure report then destroy.
2.21	GRANT-IN-AID - Includes applications for funding, financial records, including audits, work efforts, quarterly reports, general correspondence, and agreements for grants awarded and monitored by the Dept. of Citizen Services.	2 years in office, 5 years on CD then destroy
	BOARD AND COMMISSIONS	
3.01	DECISIONS AND ORDERS - Originals of directives, orders of COUNTY COUNCIL Boards, Commissions, Advisory Boards and the Personnel Officer for the Commissions and Advisory Boards under the Dept. of Citizen Services.	PERMANENT on CD and forward to MSA
	COMMUNICATIONS	
4.04	TELEPHONE SLIPS - Reports, slips, or similar records noting outgoing long distance telephone calls, by whom made, time made, and similar data received by the Dept of Citizen Services from Communications. Also included are Informationals received in the Office of Consumer Affairs.	1 year then destroy
	MAINTENANCE	
4.07	SPACE FILES - Reports, studies, plans, layouts, requests, authorizations, and similar records relating to the allocation, utilization, release, assignment of space in the Department of Citizen Services.	a) Plans and layouts until superseded, then destroy b) Other records - 1 year then destroy

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Agency	HOWARD COUNTY GOVERNMENT	Division/Unit	Citizen Services
Item No.	Description	Retention	
	PURCHASING - Purchasing Office is the official office of record for these files		
4.19	<u>PURCHASE REQUISITIONS</u> Copies of requisitions from general fund accounts	Retain 2 years, then destroy	
4.20	<u>PURCHASE ORDERS</u> - Copies of purchase orders from the general fund account.	Retain 2 years, then destroy	
4.21	<u>MINOR PURCHASE ORDERS</u> Copies of Minor Purchase Orders from the general fund accounts.	Retain 2 years, then destroy.	
4.24	<u>BIDS</u> - Bids successful and unsuccessful, with supporting documentation such as a copy of the invitation to bid, bid sheet, addenda and amendments, and awards initiated in the Dept. Of Citizen Services	Retain 2 years, then destroy	
4.25	<u>PURCHASING CONTRACTS</u> - Copies of Citizen Services contracts for goods, services, or construction work between the COUNTY COUNCIL and a vendor or contractor.	1 years after completion of the contract, then destroy.	
4.29	<u>INVENTORY REPORT - PARTS AND SUPPLIES</u> - Periodic inventory reports of parts and supplies in the Department of Citizen Services.	1 year then destroy.	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.01 Policy & Program Development				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Correspondence pertaining to but not limited to the formulation, planning, enactment, implementation, modification or redefinition of the policies, programs and services or projects of the Department of Citizen Services. Includes files on transportation, homelessness, CORE Service Agency, United Way material and program files for Disability Issues and Children's Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <i>By subject</i>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>2.5</u> Number	
10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1.5</u> Number					
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <i>Gateway, 2nd Floor</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years, then destroy. Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MD State Archives (MSA)		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant <i>JM</i>		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.02 Administrative				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Correspondence pertaining to and arising from the normal and routine administrative functioning of the policies, programs, services and projects of the Department of Citizen Services. Includes incoming correspondence from other departments and general outgoing administrative correspondence, including Office on Aging and material regarding Consumer Protection laws, Solicitor and Peddler files and Trespass Towing Files					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>3</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>2</u> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney's 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 years, then destroy. Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forward to MSA.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1.03 Transitory		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Correspondence of short-term, transitory value, including letters of transmittal, thank you letters, requests for publications and routine information, both originated and received in the Department of Citizen Services.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <u>150</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 year then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.04 Organization and Planning Files				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative directives; policy studies; formal memoranda; reports of task forces and management review committees; and similar records which document the formulation, planning, enactment, implementation, modification, or redefinition of policies, programs, services, or projects of the Dept. of Citizen Services. Includes: task force studies originated in the Dept. of Citizen Services					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>Subway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years, then destroy. Before disposing review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA..		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

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1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.05 Procedural Files				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Administrative announcements, routine memoranda, statements, reports, and other records of any department/agency/program; or similar records distributed countywide, concerning general administrative and office procedures for the Department of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 years, then destroy. Before disposing, review for continuing administrative usefulness and historical value. Material considered of historical value should be retained permanently on CD and forwarded to MSA..		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/24/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.06 Miscellaneous Working Files				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Files opened to deal with issues, questions, or projects not fitting indexed categories. Such files are closed when the matter has been resolved or there has been no activity for one year. This category includes working files maintained by each employee.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>150</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 year then destroy		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/24/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.07 Reading Files				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. A convenient reference file containing copies of all written documents and correspondence initiated by th Dept. of Citizen Services. These files are maintained by month, chronologically..					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: center;"> <u>1</u> Number </div> <div style="flex: 1;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: center;"> <u>1</u> Number </div> <div style="flex: 1;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: center;"> <u>1</u> Number </div> <div style="flex: 1;"> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bldg., Floor, Room) <i>Attorney, 2nd Floor</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>By Month - Chronological</i>			18. Recommended Retention 1 year then destroy		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.10 Publications				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Pamphlets, reports, studies, proposals and similar material printed by or for the county or the Department of Citizen Services and made available for distribution to the public. This will include all brochures and pamphlets initiated by the Department of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
10. Annual Accumulation <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____					
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>Permanent Copies</u> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Atticway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention One copy each - permanent on CD and forward to MSA.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.11 Publication (Employee)				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Citizen Services newsletters, employee newsletters, internal telephone directories, organizational charts, and similar printed material for distribution to employees in the Dept. of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>125</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>125</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention One copy each - retain for 2 years then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>57</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.14 Agendas				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Posted agendas and notices of meetings of appointed committees, or of County boards, commissions and advisory bodies. This includes the Commission for Women, Disabilities Issues Commission, the Local Children's Board, the Commission on Aging and the Consumer Advisory Board.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>125</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>50</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Noting. 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 year then destroy..		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.15 Minutes				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Accounts of the proceedings and actions and any indexes to the minutes. This includes the Commission for Women, Disabilities Issues Commission, the Local Children's Board, Commission on Aging and the Consumer Advisory Board.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <div style="text-align: center;"> <u>1</u> Number </div>	
				10. Annual Accumulation <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <div style="text-align: center;"> <u>1</u> Number </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> <u>3</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.16 Minutes - Supporting Documentaiton				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Reports, studies, requests for action and other documents presented to or in support of the minutes of, appointed committes, or County Board, Commisisions, and advisory bodies. For Citizen Services, this includes: The Commission for Women, Disabilities Issues Commission, Local Management Board, Commission on Aging and the Consumer Advisory Board.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>125</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Nutcracker, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years then destroy. Before disposal, review for continuing administrative usefulness and historical value. Material relating to significant decisions and actions should be retained permanently on CD and forwarded to MSA.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1. 20 Proclamations and Dedications		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. COPIES of proclamations from the County Executive's Office and/or the County Council. This would include copies of documents relating to dedication of streets, buildings, monuments and other structures for the Dept. of Citizen Services and proclamations for the Commission for Women, Local Management Board, Disabilities Issues, Commission on Aging and the Consumer Advisory Board.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <u>Copies only</u> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention As long as administratively valuable. Originals are maintained by the originating office.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1. 24 Reports to the County Executive and County Council				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Annual reports submitted to the County Executive from the Citizen Services boards and commissions.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>.10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>.10</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <u>Monthly</u>			12. File Becomes Inactive After <u>Permanent</u> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Antenay, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Permanent on CD and forward to MSA.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1.38 - Computer Hardware Maintenance Records		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Records that document the service, repair, and inspection of computer hardware for the computers in the Dept. of Citizen Services..		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>One File</u>
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>One File</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After — _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>History 2nd Floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Life of equipment, then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1.41- Individual Employee Personnel Files		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Records that document the service, repair, and inspection of computer hardware for the computers in the Dept. of Citizen Services..		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: center;"> <u>3</u> Number </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>
10. Annual Accumulation <div style="text-align: center;"> <u>.25</u> Number </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>		
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>As long as employed</u> <div style="text-align: center;"> _____ Number </div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <u>Human Resources</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Confidential Info</u>	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention As long as administratively valuable.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.43- Temporary Employee Files				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Contains records of temporary employees - paid, unpaid, volunteer or intern for whom a formal employee personnel file has not been created.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>1 file</u>	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>1 file</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>As long as administratively</u> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>Step.</u>		
13. Current Location(s) (Bldg., Floor, Room) <u>Antimony, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Confidential</u>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention As long as administratively valuable.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>18</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.44 Employment Files				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Copies of eligibility lists and selection letters for prospective and selected candidates in the Dept. of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>2 files</u>	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>2 files</u>			
11. File is Used <u>As needed</u> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Latency. 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Confidential</u>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention As long as administratively valuable.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.61 Leave Records				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Requests, reports, summaries, authorizations, schedules and similar records relating to sick, vacation and other types of authorized leave for Citizen Services employees.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>1</u> Number </div> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>1</u> Number </div> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney. 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention As long as administratively valuable.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>20</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1.71 Accident/Incident Reports		5. Earliest Year/Latest Year 1988 to 1998
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. COPIES of accident reports involving county and non-county employees.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>2 files</u> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>	12. File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 year then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1.74 Personnel Requisitions				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. COPIES of Personnel Requisitions sent to the Office of Human Resources (Personnel)					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subjects</u>		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>1 file</u>	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number <u>1 file</u>			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>			12. File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 year then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>22</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 2.01 Annual Budgets				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Copy of annual county/department budget including any separate capital improvement budgets for the Detp. of Citizen Services. Budget office is the official office of record for these documents.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attmng. 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years in department, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>23</u> OF <u>31</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 2.02 Budget working papers				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Records created exclusively for and used in the preparation of the annual Citizen Services budget or special budgets, including departmental and division .					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorneys, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years in department, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 2.04 Cash Receipt Journals		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Journals, registers, or similar records of original entry detailing the cash receipts or revenues of Citizen Services, accounts, funds.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>By Subject</u>	9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>.25</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention As long as administratively valuable, then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 2.05 Periodic Financial Reports				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Monthly, quarterly, or semi-annual reports or statements on the financial condition of the Citizen Services, accounts, funds.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>150</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>150</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention As long as administratively valuable, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>26</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 2.06 Status Reports and Anaysis		5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Reports, cost analysis, memoranda, or similar recored produced for internal use which examine the status or current condition of an account or fund, or a financial budget, or audit process, function, or activity of the Department of Citizen Services. Also includes copies of reports and records noting telephone costs and outgoing long distance calls.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <u>1.5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1.5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention As long as administratively valuable, then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>27</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title <u>2.17 Travel Expense Records</u>		5. Earliest Year/Latest Year <u>1988 to 1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Documents concerning travel expenses, including receipts and copies of reimbursement or advance copies or warrants for Citizen Services employees.		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention 2 years then destroy.	
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>28</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 2.18 Grant Development and Proposal Files				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Reports, planning memoranda, correspondence, management studies, and similar records created for and used in the development of grant proposals to state or federal agencies for the Department of Citizen Services; the final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>29</u> Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>23</u> Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>6</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>Saturday, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 6 years on CD then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>29</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>2.19 Grant Reports</u>				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Copies of financial files and performance reports submitted to funding agencies from the Dept. of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>			12. File Becomes Inactive After <u>6</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 6 years on CD then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>30</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title - 2.20 Grant Financial Files				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Financial records of grant funded projects, including copies of documentation or relevant accounting, banking, purchasing, and payroll records; and other documents and working papers associated with the financial administration of the grant funds or used to prepare reports or forms required by federal or state law or regulation..					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>34</u> Number	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>31</u> Number			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain for 5 years in office after submission of final expenditure report then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>31</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>2.21 Grant-In-Aid</u>				5. Earliest Year/Latest Year <u>1988 to 1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Includes applications for funding, financial records, including audits, work efforts, quarterly reports, general correspondence, and agreements for grants awarded and monitored by the Dept. of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <u>As needed</u> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 year in office, 5 years on CD then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>32</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title - 4.04 Telephone Slips				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Reports, slips, or similar records noting outgoing long distance telephone calls, by whom made, time made, and similar data received by the Dept. of Citizen Services. Also included are Informational received in the Office of Consumer Affairs.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <div style="display: flex; justify-content: space-between;"> <u>150</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <u>150</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
11. File is Used <u>As needed</u> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 year then destroy..		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>33</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title - 4.07 Space Files				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Reports, studies, plans, layouts, requests, authorizations and similar records relating to the allocation, utilization, release, assignment of space in the Dept. of Citizen Services.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>When no longer needed</u>		
13. Current Location(s) (Bldg., Floor, Room) <u>Gateway, 2nd Floor</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention a) Plans and layouts until superseded, then destroy b) Other records - 1 year then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date <u>6/23/98</u>	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>34</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title - 4.19 Purchasing Requisitions				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Department of Citizen Services' copies of purchase requisitions.					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>1.5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <u>.50</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain 2 years, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>35</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title -4.20 Purchase Orders				5. Earliest Year/Latest Year <u>1988</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Department of Citizen Services' copies of purchase orders.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>1.5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>.50</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain 2 years, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>36</u> OF <u>37</u>	
1. Department/Agency Citizen Services		2. Division Administration		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title -4.21 Minor Purchase Orders				5. Earliest Year/Latest Year 1988 to 1998	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Department of Citizen Services' copies of minor purchase orders.					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Subject</u>		9. Volume <u>1.5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <u>.50</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain 2 years, then destroy.		
19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant		20. Telephone Number (410) 313-6407		21. Date	

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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		PAGE <u>37</u> OF <u>37</u>
1. Department/Agency Citizen Services	2. Division Administration	3. Unit

DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title -4.29 Inventory Reports - Parts and Supplies		5. Earliest Year/Latest Year <u>1988 to 1998</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. Periodic inventory reports of parts and supplies in the Dept. of Citizen Services.		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>Subject</u>	9. Volume <u>.50</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <u>.50</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>As needed</u>	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) <u>Attorney, 2nd Floor</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>ISSO</u>
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 year then destroy.

19. Name and Title of Preparer Jan M. Jewby-Horan, Administrative Assistant	20. Telephone Number (410) 313-6407	21. Date <u>6/23/98</u>
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DSG 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Correspondence & Miscellaneous				5. Earliest Year/Latest Year <u>80</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.01 Policy & Program Development					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Correspondence & Miscellaneous		5. Earliest Year/Latest Year <u>85</u> To <u>98</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.02 Administrative		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
		10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <u>1/4</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div style="text-align: right;"> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 2 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>26</u>								
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit								
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.										
4. Record Series Title Correspondence & Miscellaneous		5. Earliest Year/Latest Year <u>85</u> To <u>98</u>								
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.04 Organization and Planning										
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>								
		10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> 11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly </td> <td style="width: 50%; vertical-align: top;"> 12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div> </td> </tr> <tr> <td style="vertical-align: top;"> 13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor </td> <td style="vertical-align: top;"> 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin </td> </tr> <tr> <td style="vertical-align: top;"> 15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> <td style="vertical-align: top;"> 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent </td> </tr> <tr> <td style="vertical-align: top;"> 17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </td> <td style="vertical-align: top;"> 18. Recommended Retention 3 Years </td> </tr> </table>			11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin	15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 3 Years
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>									
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin									
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent									
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 3 Years									
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998								

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Correspondence & Miscellaneous				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.05 Procedural					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> 1/4 <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div> <hr style="width: 50%; margin-left: 0;"/> Number	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <hr style="width: 50%; margin-left: 0;"/> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div> <hr style="width: 50%; margin-left: 0;"/> Number		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin & Human Resources		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Correspondence & Miscellaneous	5. Earliest Year/Latest Year <u>96</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.07 Reading		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/4</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>		
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Correspondence & Miscellaneous	5. Earliest Year/Latest Year <u>96</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.10 Publications		
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
		10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>5</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 5 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Correspondence & Miscellaneous	5. Earliest Year/Latest Year <u>95</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.14 Agenda		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> 3 <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BINDERS </div> </div> <hr style="width: 50%; margin: 5px auto;"/> Number
		10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BINDER </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div> <hr style="width: 50%; margin: 5px auto;"/> Number	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Commission Members	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 Year	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Correspondence & Miscellaneous				5. Earliest Year/Latest Year <u>95</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.15 Minutes 1.16 Minutes - Supporting Documentation					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BINDERS </div> </div>	
				10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BINDER </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Commission Members		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Correspondence & Miscellaneous		5. Earliest Year/Latest Year <u>95</u> To <u>98</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.25 Complaints		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/4</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>		
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 3 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>24</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>77</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.41 Individual Employee Personnel					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Employment Ends </div> </div>			
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin & Human Resources			
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 1 Year			
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>96</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.43 Temporary Employee					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Employment Ends </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin & Human Resources		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 Year		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>96</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.44 Employment					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin & Human Resources		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>24</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Personnel	5. Earliest Year/Latest Year <u>77</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 1.61 Leave Records		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div>
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>		
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 1 Year After Employment Ends	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.71 Accident/Incident Reports					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> 1/2 <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div> <hr/> Number	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <hr/> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>1</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Risk Management		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 Year		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 1.74 Personnel Requisitions					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> 1/4 <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div> <hr style="width: 50%; margin: 5px auto;"/> Number	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <hr style="width: 50%; margin: 5px auto;"/> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>5</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept Admin & Human Resources		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 5 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>24</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Budget				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 2.01 Annual Budget					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Book Case _____ Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>5</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Budget		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 5 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>26</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Financial Reports		5. Earliest Year/Latest Year <u>90</u> To <u>98</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 2.04 Cash Receipt Journals		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> 1/4 <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div> <hr style="width: 50%; margin-left: 0;"/> Number
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <hr style="width: 50%; margin-left: 0;"/> Number		
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>3</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Senior Centers	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 3 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>18</u> OF <u>24</u>
1. Department/Agency Dept of Citizen Services	2. Division Office On Aging	3. Unit
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Financial Reports		5. Earliest Year/Latest Year <u>90</u> To <u>98</u>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 2.05 Periodic Financial Reports		
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> 1/2 _____ Number </div>
10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> _____ Number </div>		
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="text-align: center;"> <u>3</u> _____ Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Senior Centers	
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 3 Years	
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging	20. Telephone Number 410-313-6410	21. Date July 30, 1998

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>24</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Financial Reports				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 2.17 Travel Expense Records					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> <u>1/4</u> Number </div>	
				10. Annual Accumulation <div style="text-align: center;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> _____ Number </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> <u>2</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Finance		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>20</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Grants				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 2.19 Grant Reports					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <div style="text-align: center;"> <u>1/4</u> Number </div>	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> <u>6</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bld., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No State		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 6 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Grants				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 2.21 Grant-In-Aid					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> 1/4 <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> </div> <hr style="width: 50%; margin-left: 0;"/> Number	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div> <hr style="width: 50%; margin-left: 0;"/> Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>6</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No State		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 6 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>22</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Boards & Commissions				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 3.01 Decisions & Orders					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binder _____ Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ _____ Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Executive Office		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 Year		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>23</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Purchasing				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 4.19 Purchase Requisitions					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical ¹ <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Binder </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>			
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchasing			
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 2 Years			
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Purchasing				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 4.20 Purchase Orders					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Binder </div> </div>	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchasing		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Purchasing				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. 4.21 Minor Purchase Orders					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <u>1/2</u> Number <div style="text-align: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Binder </div> </div>	
				10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>2</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchasing		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 Years		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>26</u> OF <u>26</u>	
1. Department/Agency Dept of Citizen Services		2. Division Office On Aging		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Purchasing				5. Earliest Year/Latest Year <u>90</u> To <u>98</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) 4.25 Purchasing Contracts					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Binder </div> <div> <u>1/2</u> Number </div> </div>	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld..., Floor, Room) Gateway Bldg - 2nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchasing		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1 Year End of Contract		
19. Name and Title of Preparer Phyllis Braxton, Secretary Office on Aging		20. Telephone Number 410-313-6410		21. Date July 30, 1998	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>16</u>	
1. Department/Agency <i>CITIZEN SERVICES</i>		2. Division <i>OFFICE OF CONSUMER AFFAIRS</i>		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>POLICY AND PROGRAM DEVELOPMENT</i> <input type="checkbox"/>				5. Earliest Year/Latest Year <i>1988</i> to <i>1996</i>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. <i>PLANNING AND PROJECTS OF E-CORDER LAW AND OTHER PROJECT DESIGNED BY THE OFFICE.</i>					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"><u>8</u> Number</div> <div style="float: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
				10. Annual Accumulation <div style="text-align: center;"><u>4</u> Number</div> <div style="float: right;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"><u>2</u> Number</div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <i>GATEWAY 2ND FLR. OCC</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>2 YEARS</i>		
19. Name and Title of Preparer <i>Stephen J. Penney, Admin</i>		20. Telephone Number <i>410-313-6420</i>		21. Date <i>5/27/98</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>16</u>	
1. Department/Agency		2. Division		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>MISCELLANEOUS WORKING FILES</u> <input type="checkbox"/>				5. Earliest Year/Latest Year <u>1988</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) <u>HOOK THE CROOKS EDUCATION PROJECT</u> <u>QUESTIONS ON PROPOSED LEGISLATION</u> <u>PROJECTS FOR TOTAL QUALITY PUBLIC SERVICE</u>					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: center;"> <u>12</u> Number </div> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bld..., Floor, Room) <u>GATEWAY 2 NDFCR OCA</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>1 YR AR</u>			
19. Name and Title of Preparer <u>Stephen J. Hansen, Admin</u>		20. Telephone Number <u>410-313-6420</u>		21. Date <u>5/27/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>16</u>	
1. Department/Agency <i>CITIZEN SERVICES</i>		2. Division <i>OFFICE OF CONSUMER AFFAIRS</i>		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <i>ADMINISTRATIVE</i> <input type="checkbox"/>				5. Earliest Year/Latest Year <i>1988 to 1996</i>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) <i>INCOMING MISC. LETTERS</i> <i>INTERNAL MEMO'S</i> <i>CONSUMER PROTECTION STATUTE QUESTIONS</i> <i>TRESPASS TOW LETTERS TO AUTO OWNERS</i>					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
				10. Annual Accumulation <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> <u>2</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bld..., Floor, Room) <i>GATEWAY 2ND FLOOR OCA</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>2 YEARS</i>		
19. Name and Title of Preparer <i>Stephen J. Hanrahan, Admin</i>		20. Telephone Number <i>410-313-6820</i>		21. Date <i>5/27/98</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>TRANSITORY</u> <input type="checkbox"/>				5. Earliest Year/Latest Year <u>1988</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series. <u>INCOMING + OUTGOING CORRESPONDENCE</u>					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: center;"> _____ Number </div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bld..., Floor, Room) <u>GATEWAY 2ND FLR OCA</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>1 YEAR</u>			
19. Name and Title of Preparer <u>Stephen Hanner Admin</u>		20. Telephone Number <u>410-313-6420</u>		21. Date <u>5/27/98</u>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> PROCEDURAL FILES				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) CONSUMER AFFAIRS ADVISORY BID ANNOUNCEMENTS ANNUAL REPORTS					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 yrs		
19. Name and Title of Preparer Stephen J. Sporen, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>16</u>	
1. Department/Agency <i>CITIZEN SERVICES</i>		2. Division <i>OFFICE OF CONSUMER AFFAIRS</i>		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> <i>PUBLICATIONS</i>				5. Earliest Year/Latest Year <i>1988</i> to <i>1996</i>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) <i>OFFICE PAMPHLET HOME IMPROVEMENTS</i> <i>SENIOR SCAMS</i> <i>NEW HOME WARRANTIES</i> <i>ALTERNATIVE ENERGY SOURCES</i>					
7. Record Series (Format(s)) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> <u>1</u> Number </div>	
				10. Annual Accumulation <div style="text-align: center;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> <u>1</u> Number </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> _____ Number </div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bld..., Floor, Room) <i>GATEWAY 2ND FLR OCA</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>PERMANENT</i>		
19. Name and Title of Preparer <i>Stephen Hansen, Admin</i>		20. Telephone Number <i>410-313-6420</i>		21. Date <i>5/27/98</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>16</u>	
1. Department/Agency <i>CITIZEN SERVICES</i>		2. Division <i>OFFICE OF CONSUMER AFFAIRS</i>		3. Unit 	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input checked="" type="checkbox"/> <i>AGENDAS</i>				5. Earliest Year/Latest Year <i>1988 to 1996</i>	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) <i>CONSUMER AFFAIRS ADVISORY BOARD</i>					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>12</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <i>PAGES</i> </div> </div>	
				10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>12</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <i>PAGES</i> </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld., Floor, Room) <i>GATEWAY 2ND FLR OCA</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <div style="text-align: center; font-size: 1.2em;">1 YEAR</div>		
19. Name and Title of Preparer <i>Stephen J. Hansen, Admin</i>		20. Telephone Number <i>410-313-6420</i>		21. Date <i>5/27/98</i>	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> MINUTES				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) MINUTES OF THE CONSUMER AFFAIRS ADVISORY BOARD					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <div> <u>1</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) PAGE </div> </div>	
				10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <div> <u>2.2</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) PAGES </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bldg., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 YEARS		
19. Name and Title of Preparer Stephen Shannon, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit 	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> REPORTS TO EXECUTIVE AND COUNTY COUNCIL				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) ANNUAL REPORT					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>8</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PAGES</u> </div> </div>	
		10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>8</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PAGES</u> </div> </div>			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention PERMANENT		
19. Name and Title of Preparer Stephen J. Hansen, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit 	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input checked="" type="checkbox"/> COMPLAINTS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) CONSUMER COMPLAINTS TRESPASS ROW COMPLAINTS					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;">8 Number</div> <div style="float: right; font-size: small;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
				10. Annual Accumulation <div style="text-align: center;">4 Number</div> <div style="float: right; font-size: small;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;">2 Number</div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bld., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 YEARS IN OFFICE 5 YEARS STORAGE		
19. Name and Title of Preparer Stephen J. Hansen, Admin		20. Telephone Number 410-33-6420		21. Date 3/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit 	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input checked="" type="checkbox"/> INDIVIDUAL EMPLOYEE PERSONNEL FILES				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) EMPLOYEE PERSONNEL FILES					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> <u>1</u> Number </div>	
				10. Annual Accumulation <div style="text-align: center;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div> <div style="text-align: center;"> <u>1</u> Number </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> _____ Number </div> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bld., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PERSONNEL ADMIN CITIZEN SVCS.		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) PERSONNEL CODE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention AS LONG AS ADMINISTRATIVELY VALUABLE		
19. Name and Title of Preparer Stephen J. Hansen, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> LEAVE RECORDS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) LEAVE SLIPS					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
				10. Annual Accumulation <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>FOLDER</u> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="text-align: center;"> <u>1</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) PERSONNEL CITIZEN SVCS ADMIN <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NO		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention AS LONG AS VALUABLE		
19. Name and Title of Preparer Stephen J. Hansen Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input checked="" type="checkbox"/> CASH RECEIPT JOURNALS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) CASH RECEIPTS SOLICITOR + PEDDLER LEDGERS FOR + TRESPASS TOW ACCOUNT					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <div style="margin-top: 10px;"> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: center;"> <u>1</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bld..., Floor, Room) GATEWAY 2ND FLR OCA		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention 1 YEAR			
19. Name and Title of Preparer Stephen J. Shanahan, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

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Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES	2. Division OFFICE OF CONSUMER AFFAIRS	3. Unit			
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> TRAVEL EXPENSE RECORDS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) TRAVEL EXPENSE RECORDS					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <u>1</u> Number </div> <div style="flex: 1;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) FOLDER </div> </div>	
10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <u>1</u> Number </div> <div style="flex: 1;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) FOLDER </div> </div>					
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <u>1</u> Number </div> <div style="flex: 1;"> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 YEARS		
19. Name and Title of Preparer Stephen J. Hannon Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>16</u>	
1. Department/Agency CITIZEN SERVICES		2. Division OFFICE OF CONSUMER AFFAIRS		3. Unit	
DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <input type="checkbox"/> PURCHASE REQUISITIONS				5. Earliest Year/Latest Year 1988 to 1996	
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) PURCHASE REQUISITIONS					
7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) FOLDER </div> </div>	
				10. Annual Accumulation <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) FOLDER </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> <u>1</u> Number </div> <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>		
13. Current Location(s) (Bld., Floor, Room) GATEWAY 2ND FLR OCA			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 2 YEARS		
19. Name and Title of Preparer Stephen J. Hannon, Admin		20. Telephone Number 410-313-6420		21. Date 5/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Retention Schedule (DGS-550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		PAGE <u>16</u> OF <u>16</u>
1. Department/Agency <i>CITIZEN SERVICES</i>	2. Division <i>OFFICE OF CONSUMER AFFAIRS</i>	3. Unit

DEFINITION - RECORDS SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <input type="checkbox"/> <i>PURCHASE ORDERS</i>	5. Earliest Year/Latest Year <i>1988</i> to <i>1996</i>
6. Record Series Description (Briefly describe the type of information/documents/forms found in the series. Include the purpose or function of series.) <i>PURCHASE ORDERS</i> <i>MINOR PURCHASE ORDERS</i>	

7. Record Series (Format(s)) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: center;"> <u>1</u> Number </div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <i>FOLDER</i>
		10. Annual Accumulation <div style="text-align: center;"> <u>1</u> Number </div> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <i>FOLDER</i>

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <div style="text-align: center;"> <u>1</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) <i>GATEWAY 2ND FLR OCA</i>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulations) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System Used? (If Yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <i>2 YEARS</i>

19. Name and Title of Preparer <i>Stephen J. Hansen Admin</i>	20. Telephone Number <i>410-313-6420</i>	21. Date <i>5/27/98</i>
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